



DEPARTMENT OF THE NAVY
BUREAU OF MEDICINE AND SURGERY
7700 ARLINGTON BOULEVARD
FALLS CHURCH, VA 22042

IN REPLY REFER TO
BUMEDINST 11240.7A
BUMED-M09B
JUN 22 2015

BUMED INSTRUCTION 11240.7A

From: Chief, Bureau of Medicine and Surgery

Subj: USE OF GOVERNMENT VEHICLES ASSIGNED TO BUREAU OF MEDICINE
AND SURGERY

Ref: (a) 31 U.S.C §1344
(b) DoDWHs AI 109 of March 31, 2011
(c) SECNAVINST 11240.20
(d) OPNAVINST 11240.8H
(e) DoDI 4500.36 of October 23, 2013

1. Purpose. To set forth instructions for the operation and maintenance of government vehicles assigned to the Bureau of Medicine and Surgery (BUMED) Headquarters (HQ) and Detachments. This instruction is a complete revision and should be reviewed in its entirety.

2. Cancellation. BUMEDINST 11240.7.

3. Scope. This instruction applies to BUMED HQ personnel authorized to operate government vehicles. BUMED HQ Detachments will also follow local transportation guidance regarding transportation boundaries.

4. Background. Reference (a) prohibits use of Government passenger vehicles for other than official purposes. References (b) and (c) establish policies for use of motor transportation. Reference (d) delineates authorities and responsibilities and prescribes policies and procedures for Department of Defense (DoD) motor vehicles for functions not covered in reference (e).

5. Responsibilities

a. The Chief of Staff shall ensure the following policy and designation are established to ensure compliance with the references.

b. The Director for Administration shall have oversight of transportation requests.

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c. Support Services shall:

(1) Appoint a transportation officer and an alternate to review and act on all requests for use of government vehicles and ensure that such use conforms to the policies and procedures contained in references (a) through (e) and this instruction.

(2) Ensure all transportation requests are processed in a timely manner.

6. Policy

a. Government vehicles may be used for official purposes only. In general, an official purpose is one that is essential to accomplish the mission of BUMED. Strict compliance with this principle is the rule, and a liberal interpretation is not authorized. In determining what an authorized use is, the following non-exclusive principles apply.

(1) Government vehicles are not authorized for personal use, including personal business use. Non-authorized personal use includes, but is not limited to, transporting officials to private functions; running personal errands; making non-official stops or side trips during a duty run; and transporting dependents or visitors without the accompanying officials and when no official purpose warrants the transportation.

(2) Government vehicles shall not be used to transport personnel over all or any part of the route between their homes or lodging and their places of duty or employment. Government vehicles shall not be used outside of the National Capital Region (NCR) without prior authorization from the transportation officer. The area of the NCR is limited to the District of Columbia; Montgomery and Prince George's Counties in Maryland; and Arlington, Fairfax, Loudon and Prince William Counties in Virginia; and all cities and towns included within the outer boundaries of the foregoing counties. BUMED's Detachments will follow local guidance as to transportation boundaries.

(3) Government vehicles shall not be used to transport personnel to or from commercial transportation terminals except in an emergency, whenever clearly justified by security requirements, or in other unusual circumstances. Commercial transportation terminals include air passenger terminals, rail stations and bus depots.

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(4) Use of government vehicles as an alternative to reasonably available commercial, public, or DoD transportation should be avoided. In particular, government vehicles should not be used as an alternative to those forms of transportation when that use is solely or primarily in the interest of personal convenience. Any other use of vehicles that run counter to the policies and guidelines contained in references (a) through (e) is prohibited.

b. Requests to use a government vehicle for official purposes will normally be granted unless the requested use would violate the policies contained in the references or in this instruction. When multiple requests are made to use the government vehicle during conflicting time periods, the Transportation Officer should consider the totality of the circumstances and apply the following non-exclusive principles to arrive at a proper prioritizing of requests. These principles are not listed hierarchically.

c. No one will be authorized or denied use of the government duty vehicle solely by virtue of their rank, prestige, or personal convenience. However, the rank or grade of the person or persons for whose use the vehicle is requested is relevant when comparing the benefit in time-savings between conflicting requests. Generally, the higher an official's rank or grade, the higher the value placed on that person's time while carrying out official duties.

d. Use of the government vehicle for official business that would benefit a group or the government as a whole should take priority over use that would benefit a smaller group or a single individual.

e. Use of the government vehicles should not be authorized when a viable transportation alternative exists and the savings in time or funds from using the government duty vehicle does not outweigh the cost in time or funds of using the alternate form of transportation.

f. Notwithstanding paragraphs 6b through 5e, use of the government vehicle for actual emergencies normally takes priority over other uses.

6. Operation

a. Drivers shall operate the vehicle in accordance with all local and federal laws, ordinances and regulations. This requirement includes maintaining a valid operator's license.

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b. Before beginning any trip, drivers shall ensure that the vehicle contains at least a half-tank of gas; but in every case the vehicle must always contain sufficient fuel to complete the trip without the risk of activating the low fuel warning light.

c. The government vehicle shall always be locked when unoccupied, and it shall be parked at a designated parking space at Defense Health Headquarters or Detachments location at the end of the day or whenever the vehicle has completed a trip.

d. The government vehicle must be kept clean. At the end of each trip, the driver shall ensure that the interior of the vehicle is clean. The Transportation Officer shall ensure that the vehicle's interior and exterior are kept clean.

7. Procedures

a. All requests to use the government vehicles shall be made to the Transportation Officer, who shall approve or disapprove each request according to the policies and guidance contained in references (a) through (e) and this instruction.

b. Prior to each trip, the Transportation Officer shall ensure that the driver has DD Form 1970, Motor Equipment Utilization Record and NAVFAC 9-11240/13 (12-69), Operator's Inspection Guide and Trouble Report. The driver shall complete the two forms and return the completed forms to the Transportation Officer at the end of each trip.

c. The Transportation Officer shall ensure that the DD Form 1970 has been correctly completed. This process includes checking for discrepancies between the mileage and times logged and the mileage and times normally needed for completing the trip, when known. When the latter information cannot reasonably be known, the Transportation Officer shall use his or her best judgment to determine whether the vehicle was used appropriately. Significant discrepancies must be explained on enclosure DD Form 1970. The Transportation Officer shall also ensure that any problems noted on NAVFAC 9-11240/13 are promptly resolved or referred to a qualified mechanic.

d. The Transportation Officer shall routinely compare the mileage on the vehicle's odometer to the mileage recorded on DD Form 1970. Any discrepancies should be investigated.

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8. Forms

a. DD Form 1970, NOV 99, Motor Equipment Utilization Record, is available for download from Naval Forms Online Web site at:
<http://www.dtic.mil/whs/directives/forms/eforms/dd1970.pdf>.

b. NAVFAC 9-11240-13 (12-69), Operator's Inspection Guide and Trouble Report is available for download from Naval Forms Online Web site at:
<https://navalforms.documentservices.dla.mil/web/public/forms>.

9. Records Management. Records created as a result of this instruction, regardless of media and format, shall be managed per SECNAV M-5210.1 of January 2012.



P. B. COE
Chief of Staff

Distribution is electronic only via the Navy Medicine Web site at:
<http://www.med.navy.mil/directives/Pages/BUMEDHQInstructions.aspx>